

Chapter 23 - Restitution Module - RST

Restitution Tracking Module

This module is used to track restitution owed and payed to victims. The user will be able to track which victims each order is owed to, how much has been paid and how much has been vouchered to the victims.

There are several areas of the Restitution module that will be explained through out this chapter. They are:

1. Restitution setup.
2. Security.
3. Victim Entry.
4. Entering RST financial orders.
5. Modifying existing RST financial orders.
6. Processing Receipts.
7. Processing Credit Memo's.
8. Processing Adjustments.
9. Processing Vouchers.
10. RST inquiry.

Restitution Setup:

This process will only have to be done once. Once the system is set for restitution tracking it will continue to track until it is turned off.

USER: J44ANGIE TRANSACTION REQUEST SCREEN RELEASE: 05/2003

Juvenile Transactions	Receivable Transactions	Vendor Transactions
CSE - Case	ARM - Master Inquire	APD - Other Vendor Maint.
PET - Petition	ARU - Master Maintenance	APA - Attny Vendor Maint.
PTY - Party	CHK - Master Payment Inq	APF - Facil Vendor Maint.
EVT - Event	LUP - Receipt Inquiry/Void	APV - Voucher Processing
IDX - Index	ARP - Receive Payments	API - Voucher Inquiry
ACK - Acknowledgment	ADJ - Adjustment	APP - Voucher Payments
TRF - Traffic	CRM - Credit Memo	APJ - Voucher Adjustments
INT - Intake	FST - Financial Statement	Accounting Transactions
DOC - Document	DSS - FIA 207 Setup	ACT - Account Maintenance
SUM - Summary	RST - Restitution Process	BMT - Budget Maintenance
FRD - Financial Order		BIQ - Budget Inquiry
	Adoption Transactions	PRM - Price File Maint.
Reports	ADC - Adoption Case Header	Other Options
RPT/JUV - Juvenile	ADP - Adoption Party	REL - Release Information
RPT/FIN - Financial	ADE - Adoption Event	CNI - Central Name Index
RPT/ADP - Adoption	ADS - Adoption Case Summary	CPI - Cir/Pro Name Index
	ADF - Adoption Forms	CCL - Central Calendar

NXT TRAN TYPE CASE NBR PET EVT PTY

F3=Exit F5=Setup F6=System Commands F8=Probate F9=Name Lookup

F10=Attorney F14=Docket Request F16=Inv/Date F20=File Maintenance Help

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From the Juvenile transaction request screen, press <F5> and the system will return the following screen.

```

JIS PROBATE COURT SYSTEM SETUP
      Juvenile
Enter your primary system . . . . . > P P=Probate J=Juvenile
                                         C=Civil

                                     -Juvenile-
STARTING      Next Case Number . . . . . >
NUMBERS       Next Petition Number . . . . . >
              Next Intake Number . . . . . >
              Receipt Number . . . . . >
              A/R Adjustment Number . . . . . >
              A/P Voucher Number . . . . . >
              Next Adoption Case Number . . . . . >

FINANCIAL     Print name on voucher for others . . >
OPTIONS       Print name on voucher for attorneys . >
              Print name on voucher for facility . >
              Check budget record for vouchering . >
              Check DSS207 file for vouchering . . >
              Reprint voucher after payments . . . >
              Allow temporary payments . . . . . >
              Restitution Tracking . . . . . >

F3=Exit

                                     PASSWORD REQUIRED
                                     FOR THESE OPTIONS

                                     Help

03/056

```

Enter your three letter/number password and then press <Enter>. The system will return the following screen.

NOTE: If the password field does not display, you do not have authority to make changes to this screen. You must have your security administrator make these changes.

JIS PROBATE COURT SYSTEM SETUP
Juvenile

Enter your primary system > P P=Probate J=Juvenile
C=Civil

-Juvenile-

STARTING NUMBERS	Next Case Number	>	<u>000000</u>
	Next Petition Number	>	<u>000000</u>
	Next Intake Number	>	<u>000000</u>
	Receipt Number	>	45686
	A/R Adjustment Number	>	90000942
	A/P Voucher Number	>	11809
	Next Adoption Case Number	>	<u>000000</u>
FINANCIAL OPTIONS	Print name on voucher for others . .	>	<u>Y</u>
	Print name on voucher for attorneys .	>	<u>Y</u>
	Print name on voucher for facility .	>	<u>Y</u>
	Check budget record for vouchering .	>	<u>Y</u>
	Check DSS207 file for vouchering .	>	<u>N</u>
	Reprint voucher after payments . .	>	<u>Y</u>
	Allow temporary payments	>	<u>N</u>
	Restitution Tracking	>	<u>Y</u>

F3=Exit F14=Delinquent Letter Help

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Enter a "Y" in the Restitution Tracking field and press <Enter>. The system will now start tracking restitution.

Entering Victims

Before adding or changing financial orders, all victims must be added to the party screen. The following rules apply to adding victims.

1. Victims must be entered using the party type V01, V02, etc. per case.
2. The petition number that the victim belongs to must be entered for the victim.
3. The victim name on the party screen must match exactly to the vendor name for that victim.

Accessing the Juvenile Party Screen:

To access the account maintenance screen, insert **PTY** in the Next Tran field and **ADD** in the type field as shown below and press <Enter>.

Juvenile Next Tran Line:

Nxt Tran	PTY	Type	ADD	Case#	03005678	01	Petn#	00000000	Event#	____	Party	____
----------	-----	------	-----	-------	----------	----	-------	----------	--------	------	-------	------

The following screen will be returned for you.

Party ADD Case# 03005678 Type DL Filed 601 2003
 Jurist 19081 PREISEL Attny _____ Worker _____
 Name RESTITUTION MANUAL,, DOB 515 1989 Gen M Race WA
 SSN 000000000
 Nbr Desc Name DOB Petition Attny Typ ARM

 Address _____
 City _____ ST _____ ZIP _____ Phone _____
 Soc Sec # 000000000 DLN _____ Public _____
 Cmmnt _____ Chg by _____ on

 Address _____
 City _____ ST _____ ZIP _____ Phone _____
 Soc Sec # 000000000 DLN _____ Public _____
 Cmmnt _____ Chg by _____ on
 More...
 Nxt Tran PTY Type ADD Case# 03005678 Petn# 03567801 Event# _____ Pty _____
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal
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Enter the victim as a party. Note that the “Desc” field must start with a “V” and be numbered 01, 02, 03. No two victims can have the same victim number. Also note that the petition number must be filled in to associate the victim with a petition.

After you have entered all information pertaining to the victim, press <Enter> and the system will save the information.

Entering New RST Financial Orders

The process of adding restitution financial orders is as follows.

Accessing the Financial Order Screen:

To access the account maintenance screen, insert **PTY** in the Next Tran field and **ADD** in the type field as shown below along with the case, suffix and petition numbers and press <Enter>.

Juvenile Next Tran Line:

Nxt Tran FRD Type ADD Case# 03005678 01 Petn# 03567801 Event#____ Party____

The following screen will be returned for you.

The screenshot displays a terminal window titled 'B' with the following content:

Court ID: J 44 ANGIE Financial Order ADD Release : 025

Case # 03005678 Petition # 03567801 Case Type DL Filed 601 2003

Name RESTITUTION MANUAL,,

Evt Num	Evt Date	Chrg	Type	Comments	Jurist	Attny
1	617 2003		ORC			

Cost Type	Order Amount	Freq	Party Num	Party Type	Total Order amt	Begin order	End order
RST				J01	100.00		

Form Number Sign Jurist

Nxt Tran FRD Type ADD Case# 03005678 Petn# 03567801 Evt# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Restart

F8=Probate F9=Name Inq. F13=Notes F14=Dkt. Inq F16=Inv. Cal

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Enter the restitution financial order as you would normally enter a financial order and press <Enter>. The system will return the following screen.

NOTE: You must be using the Price File code of "RST" for restitution orders in order for the system to process them correctly.

Court ID: J 44 ANGIE Financial Order ADD Release : 025

Case # 03005678 Petition # 03567801 Case Type DL Filed 601 2003
Name RESTITUTION MANUAL,,

Add Party & Amount to Pay

E	Case	Sfx	Name	Petition	Event	Attny
	03005678		RESTITUTION MANUAL,,	03567801	1	
	Owing	100.00	Not Applied	100.00	Party	
C	Joint and Several	N	Sequence number	164	J01	
T	Def. Case/Sfx	Defendant Name	Court ID	Sel		
R						

F1=Help F3=Exit F4=Prompt F6=System F16=Inv. Cal

Nx
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Restart
F8=Probate F9=Name Inq. F13=Notes F14=Dkt. Inq. F16=Inv. Cal

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Following are explanations of the above highlighted fields.

~Case, Sfx, Name~

This area will display the case number, suffix number and the case name of the juvenile.

~Petition~

This is the petition that you are adding the restitution order to.

~Event~

This is the event number that you are adding the financial order to.

~Owing~

This is the total amount of restitution that is owed by the juvenile.

~Not Applied~

This is the total amount that has NOT been applied to the victims.

~Party~

This is the party type that was ordered to pay the restitution.

~Joint and Several~

This field indicates whether this order is joint and several or not.

NOTE: This option is not available and will not be available until a future release.

~Sequence Number~

The sequence number is used to tie defendants together. This field will default to the next available number, do not change this number.

~Defendant Case/Sfx~

This area is used to show joint and several defendants.

~Defendant Name~

This area is used to show the joint and several defendants names.

~Court ID~

This is the number that is given to the co-Defendant for identification purposes.

~Select~

This field is used to inquire on co-defendants.

The "Add Party & Amount to Pay" screen needs no data entry. Press <Enter> and the system will return the following screen.

Court ID: J 44 ANGIE Financial Order ADD Release : 025

Case # 03005678 Petition # 03567801 Case Type DL Filed 601 2003
 Name RESTITUTION MANUAL,,

Add Party & Amount to Pay					
E	Case	Sfx	Name	Petition Event	Attny
	03005678		RESTITUTION MANUAL,,	03567801 1	
	Owing	100.00	Not Applied	100.00	Party
C	Joint and Several N		Sequence number	164	J01
T	Def.Case/Sfx Defendant Name			Court ID	Sel
R	00000000				

Vendor No.	Party	Victim Name	Bottom	Amt to Pay	Sel
	1 V01	RESTITUTION MANUAL VICTIM,,			
			Bottom		

F1=Help F3=Exit F4=Prompt F6=System F15=Add Pty F16=Inv.Cal

Nx rty

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Restart
 F8=Probate F9=Name Inq. F13=Notes F14=Dkt.Inq F16=Inv.Cal

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The system will return to you the "Add Party & Amount to Pay" screen. The following is a description of the fields that you will need to fill out.

~Vendor Number~

Enter the vendor number that is assigned to this party. The vendor number is a unique number assigned to an individual or company. You can use any number/letter combination for this number. By prompting <F4> you can search vendors and find the number that you want to use or add a new number.

NOTE: If you prompt and use an existing vendor number, the name that you entered on the party screen must match the vendor name assigned to that vendor EXACTLY.

Example: If the vendor name is SMITH,JOHN,JAMES. Then the victim name on the party screen must be SMITH,JOHN,JAMES. It can NOT be SMITH,JOHN,J. If there are any discrepancies between the names, the system will return a message and not let you enter that financial order until the names are fixed.

~Amount to Pay~

Enter the amount that is owed to this victim. The total amount entered on the lines for the victims must match the total amount owed for this restitution order.

After you have entered all pertinent information on this screen, press <Enter> and then press <F3>.

This order has been set up for Restitution Tracking. The system will return you to the Financial Order Add screen.

Modifying Existing RST Financial Orders

The following will explain how to modify existing restitution orders that have either never been paid on or have had payments applied to them so they can be tracked through the Restitution Module.

Modifying a Restitution Order that has had payments applied to it:

The first step in this process is to determine the amount of money that is still due on the restitution order. To do this, the user will need to access the Accounts Receivable Master screen (ARM).

Accessing the ARM Screen:

To access the master inquiry screen, insert **ARM** in the Next Tran field along with the case/suffix and party number that the financial order was added to as shown below and press <Enter>. _____

Juvenile Next Tran Line:

NXT	TRAN	<u>ARM</u>	TYPE	<u>INQ</u>	CASE	NBR	<u>03005678</u>	___	PET	<u>00000000</u>	EVT	___	PTY	___
-----	------	------------	------	------------	------	-----	-----------------	-----	-----	-----------------	-----	-----	-----	-----

The following screen will be brought back to you, displaying the parties account.

```

Court ID : J 44 ANGIE          Juvenile Master Inquire          Release : 025
Account status 88 Active maintained by support system

Case      sfx Name                Party Relation
03005678   RESTITUTION MANUAL          J01 JUV SUBJECT
Account Balance 90.00 Previous NSF check DELINQUENCY
Last Bill 00/00/0000 Amt $0.00 Last pmt date 06/18/2003 Pmt Amt $10.00
Current Billing $90.00 0 to 30 days $90.00 Over 30 days $0.00
Case/Suffix 03005678 Name RESTITUTION MANUAL
RST =RESTITUTION amt-> $100.00 paid-> $10.00 due-> $90.00
pet.03567801 evt. 1 feq.M feq.amt.-> $0.00 total ordered-> $100.00
order start Date 06/17/2003 order End Date 06/18/2003
-----
Bottom

Nxt Tran ARM Type INQ Case# 03005678 Petn# 03567801 Event# 1 Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F5=Prt.Req. F6=System F7=Payment Summary
F8=Probate F9=Name Inq. F13=Notes F14=Dkt.Inq F16=Inv.Cal

```

Displayed are the financial orders for this party. <Page Up> or <Page Down> to find the financial order you are looking for. Once found, determine the amount paid by looking at the “Paid” field on the order. You will also want to make a note of the petition and event number assigned to this financial order.

After you have determined the total amount paid on this RST order, you will need to modify that financial order. The steps are as follows:

Accessing the Financial Order Screen:

To access the financial order screen, insert **FRD** in the Next Tran field along with the case/suffix number that the financial order was added to as shown below and press <Enter>.

Juvenile Next Tran Line:

NXT TRAN	FRD	TYPE MOD	CASE NBR	03005678	PET	00000000	EVT	PTY
----------	-----	----------	----------	----------	-----	----------	-----	-----

The following screen will be brought back to you, displaying the financial orders.

Court ID: J 44 ANGIE		Financial Order MOD		Release : 025				
Case # 03005678		Case Type DL		Filed 601 2003				
Name RESTITUTION MANUAL,,								
Cost Type	Order Amount	Freq	Party Num Type	Total Order amt	Begin Order	End Order	Petition	Evt
RST			J01	10.00	617 2003		03567801	1
ADM			2 F01	50.00	617 2003		03567801	1
AFE			3 M01	75.00	617 2003		03567801	1
AFE			2 F01	75.00	618 2003		03567801	2
Bottom								
Nxt Tran		FRD	Type MOD	Case# 03005678	Petn# 03567801	Evt#	Party	
F1=Help		F2=Nxt Tran		F3=Exit	F4=Prompt	F6=System	F7=Restart	
F8=Probate		F9=Name Inq.		F13=Notes	F14=Dkt. Inq	F16=Inv. Cal		
08/043								
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After you have found the financial order for the restitution that you want to change, enter the total amount that was paid (the information that you gathered from the ARM screen) into the "Total Ordered Amount" field of that financial order.

NOTE: You will need to determine the difference between the total amount paid and the amount that was actually ordered as you will have to enter a new financial order for that amount to restart the restitution order.

Press <Enter> and the system will save the change.

The next step is to add a new financial order for the remaining amount that still needs to be paid. This is calculated by taking the original total amount ordered and subtracting the amount paid. The balance from that will be the total amount ordered for your new financial order.

Please follow the instructions for “Adding a new RST Financial Order” in the beginning of this chapter.

Modifying Existing RST Financial Order that has had no payments applied:

If there has been no payments applied to the financial order that you want to modify for restitution tracking, follow the instructions below:

Accessing the ARM Screen:

To access the master inquiry screen, insert **FRD** in the Next Tran field along with the case/suffix number that the financial order was added to as shown below and press <Enter>.

Juvenile Next Tran Line:

NXT TRAN ARM TYPE INQ CASE NBR 03005678 PET 00000000 EVT PTY

The following screen will be brought back to you, displaying the financial orders.

Cost Type		Order Amount	Freq	Party Num Type	Total Order amt	Begin Order	End Order	Petition	Evt
RST				J01	100.00	617 2003		03567801	1
ADM				2 F01	50.00	617 2003		03567801	1
AFE				3 M01	75.00	617 2003		03567801	1
AFE				2 F01	75.00	618 2003		03567801	2

Bottom

Nxt Tran FRD Type MOD Case# 03005678 Petn# 03567801 Evt# Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Restart
 F8=Probate F9=Name Inq. F13=Notes F14=Dkt. Inq F16=Inv. Cal

MR b 08/002
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Field exit or delete all fields of the financial order that you want to modify.

NOTE: Make a note of all information from this financial order as you will need it to re-enter the order for restitution tracking.

Press <Enter> and the system will delete the financial order. You must re-enter the financial order. Follow the steps listed in the “Adding New Restitution Financial Orders” in the beginning of this chap-

Processing Receipts for RST Orders:

The following will explain how to receipt money for a RST financial order.

Accessing the ARP Screen:

To access the master inquiry screen, insert **ARP** in the Next Tran field along with the case/suffix and party number that the financial order was added to as shown below and press <Enter>.

Juvenile Next Tran Line:

NXT TRAN	ARP	TYPE	INO	CASE NBR	03005678	PET	00000000	EVT	PTY
----------	-----	------	-----	----------	----------	-----	----------	-----	-----

The following screen will be brought back to you, displaying the financial orders.

Court ID: J 44 ANGIE **Juvenile Cash Register** **Release : 025**

Acct. status ACTIVE Amt applied: [REDACTED]

Case sfx Name Party

03005678 RESTITUTION MANUAL J01 JUV SUBJECT

Last bill 00/00/0000 Amt \$.00 Last pay date 06/18/2003 Pay amt \$10.00

Code	Description	Qty	Amount	Amt. due	Amt paid	Balance	Sfx
RST	RESTITUTION			90.00		90.00	

Special notes to be printed on receipt:

Cash amount: [REDACTED] Total due 90.00

Check amount: [REDACTED] Amount paid

Check number: [REDACTED]

Change: [REDACTED] Balance 90.00

Paid by RESTITUTION MANUAL Print Y Enter YOUR Pass Word

Nxt Tran ARP Type MOD Case# 03005678 Petn# 03567801 Event# Party

F1=Help F2=Nxt Tran F3=Exit F5=Money ord. F7=Restart F8=Probate F24=More

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1. Enter the amount paid in the "Amt Paid" field.
2. Enter the payment type information.
3. Enter the name of the person that paid in the "Paid By" field.
4. Enter your password.

Press <Enter> and the system will display the following screen.

Court ID: J 44 ANGIE		Juvenile Cash Register		Release : 025	
Acct. status ACTIVE				Amt applied: 10.00	
Case sfx	Name			Party	
03005678	RESTITUTION MANUAL			J01 JUV SUBJECT	
Last bill 00/00/0000 Amt \$0.00		Last pay date 06/18/2003		Pay amt \$10.00	
Code	Description	Qty	Amount	Amt. due	Amt paid Balance Sfx
RST	RESTITUTION			90.00	10.00 80.00
Special notes to be printed on receipt:					
Cash amount:	10.00	Total due		90.00	
Check amount:		Amount paid		10.00	
Check number:		Balance		80.00	
Paid by RESTITUTION MANUAL		Print Y		Enter YOUR Pass Word	
If everything is OK, press F10 to add receipt!					
Nxt Tran	ARP	Type MOD	Case# 03005678	Petn# 03567801	Event# Party
F1=Help F2=Nxt Tran F3=Exit F5=Money ord. F7=Restart F8=Probate F24=More					

MP b 20/075

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The system has made its calculations for this receipt. Check and make sure all figures are correct and that you want to continue. A message is displayed "If everything is ok, press F10 to add receipt!". Until you press <F10>, you are working in a scratch pad environment. At any time before you press <F10>, you can press <F3> and exit this transaction without any receipt being written. If everything is ok, press <F10> and the system will display the following screen.

```

Court ID: J 44 ANGIE          Juvenile Cash Register          Release : 025
Acct. status ACTIVE          Amt applied: 10.00
Case sfx Na
03005678 R
Last bill 00/00/
Code Descriptio
-----
RST RESTITUTIO

Victim Payment Screen  REMAINING AMT: 10.00
Party Victim Name      Amt to Pay  Amt Paid  $10.00
1 V01 RESTITUTION MANUAL V  90.00  10.00  Sfx
                                   ---

                                   Bottom

F1=Help  F3=Exit  F6=System  F16=Inv.Cal

Special notes to be printed on receipt:
Cash amount: 10.00          Total due 90.00
Check amount:              Amount paid 10.00
Check number:              -----
Change:                   Balance 80.00
Paid by RESTITUTION MANUAL Print Y Enter YOUR Pass Word

If everything is OK, press F10 to add receipt!
Nxt Tran ARP Type MOD Case# 03005678 Petn# 03567801 Event# Party
F1=Help F2=Nxt Tran F3=Exit F5=Money ord. F7=Restart F8=Probate F24=More
  
```

The system is now requiring you to distribute the money to the proper victims. Enter the amount that you want to pay each victim. All amounts must equal the total amount applied to the restitution order of this receipt. After you have entered the amounts to pay all victims, press <Enter> and the system will process the receipt.

NOTE: At this time if the victim you are looking for is not displayed on the screen or if you do not want to process the receipt. Press <F3> and the system will exit from this screen and cancel this transaction.

Processing a Credit Memo for RST Financial Orders:

The following will explain how to process a credit memo for a RST financial order.

Accessing the CRM Screen:

To access the master inquiry screen, insert **ARP** in the Next Tran field and **INQ** in the type field as shown below and press <Enter>.

Juvenile Next Tran Line:

NXT	TRAN	<u>CRM</u>	TYPE	<u>INQ</u>	CASE NBR	<u>03005678</u>	___	PET	<u>00000000</u>	EVT	___	PTY	___
-----	------	------------	------	------------	----------	-----------------	-----	-----	-----------------	-----	-----	-----	-----

The following screen will be brought back to you, displaying the financial orders.

```

Court : J44 ANGIE          Juvenile A/R Credit Memo Screen          Release : 025

Enter responsible billing party

Case      sfx Party
03005678  █ █ █ ←

To event information

Child suffix  █

Petition 00000000      Event no. █

Price code █                        Effective date █ MMDD █ CCYY █

Dollar amount █ Reason █

CRM/CRMS █              Enter YOUR Pass Word █

Nxt Tran  CRM Type INQ  Case# 03005678 █ Petn# 03567801 Event# █ Party █
F1=Help    F2=Nxt Tran  F3=Exit    F4=Prompt   F6=System
F8=Probate F9=Name Inq.      F14=Dkt. Inq F16=Inv. Cal

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Enter the case number and suffix number in the case/sfx fields and then prompt <F4> on the “party field.

The system will display the following screen.

B

Court : J44 ANGIE Juvenile A/R Credit Memo Screen Release : 025

Enter responsible billing party

C	Case	Sfx	Party Num	Type	Cost Type	Amount to Pay	Petition	Evt#
X	03005678		J01		RST	65.00	03567801	1
	03005678	2	F01		ADM	50.00	03567801	1
	03005678	2	F01		AFE	75.00	03567801	2
	03005678	3	M01		AFE	75.00	03567801	1

Bottom DD CCYY

F1=Help F3=Exit F6=System F16=Inv.Cal

CRM/CRMS Enter YOUR Pass Word

Nxt Tran CRM Type INQ Case# 03005678 Petn# 03567801 Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MP b 08/007

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Enter an "X" to the left of the financial order that you want to credit and then press <Enter>. The system will display the following screen.

Court : J44 ANGIE Juvenile A/R Credit Memo Screen Release : 025

Enter responsible billing party

Case sfx Party
03005678

To event information

Child suffix

Petition 03567801 Event no. 1

Price code RST Effective date MMDD CCYY

Dollar amount Reason

CRM/CRMS Enter YOUR Pass Word

Nxt Tran CRM Type INQ Case# 03005678 Petn# 03567801 Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

MP b 14/067

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The system has entered all information possible from the financial order. You must enter the following information:

1. Effective Date (Only enter an effective date if there is one listed on the PRM screen for this price file).
2. Dollar amount to be credited.
3. If this is a CRM/CRMS.
4. Your financial password.

After you have entered the above information, your screen should resemble the following screen.

Court : J44 ANGIE		Juvenile A/R Credit Memo Screen		Release : 025	
Enter responsible billing party					
Case	sfx	Party			
03005678					
To event information					
Child suffix					
Petition	03567801	Event no.	1		
Price code	RST	Effective date	MMDD	CCYY	
Dollar amount	15.00	Reason	ERROR IN AMOUNT		
CRM/CRMS	CRM	Enter YOUR Pass Word			
Nxt Tran	CRM Type	INQ	Case#	03005678	Petn#
F1=Help	F2=Nxt Tran	F3=Exit	F4=Prompt	F6=System	Event#
F8=Probate	F9=Name Inq.	F14=Dkt. Inq	F16=Inv. Cal	Party	
MP b 22/013					
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:					

Verify that all information is correct and then press <Enter> . The system will evaluate your entries and either return a message or display the following screen.

Court : J44 ANGIE		Juvenile A/R Credit Memo Screen		Release : 025	
Enter responsible billing party					
Case	sfx	Party	Name	Relation	
03005678			RESTITUTION MANUAL	J01 JUV SUBJECT	
To event information					
Child suffix		Name RESTITUTION MANUAL			
Petition	03567801	Event no.		1	
Price code	RST	RESTITUTION		Effective date	MMDD CCYY
Dollar amount	15.00	Reason ERROR IN AMOUNT			
CRM/CRMS	CRM	Enter YOUR Pass Word			
Press F10 to complete the transaction					
Nxt Tran	CRM	Type	INQ	Case#	03005678
Petn#	03567801	Event#		Party	
F1=Help	F2=Nxt Tran	F3=Exit	F4=Prompt	F6=System	
F8=Probate	F9=Name Inq.	F10=Update	F14=Dkt. Inq	F16=Inv. Cal	
MP b 06/002					
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:					

Press <F10> to update. The system will display the following screen.

B

Court : J44 ANGIE Juvenile A/R Credit Memo Screen Release : 025

Enter responsible billing party

Case sfx Party Name Relation
 03005678 RESTITUTION MANUAL J01 JUV SUBJECT

To event information

Child suffix

Petition 03567801

Price code RST RE

Dollar amount 1

CRM/CRMS CRM

Victim Payment Screen REMAINING AMT: 15.00

Party	Victim Name	Amt to Pay	Amt Paid
1 V01	RESTITUTION MANUAL V	80.00	15.00

Bottom

F1=Help F3=Exit F6=System F16=Inv. Cal

Press F10 to complete the transaction

Nxt Tran	CRM Type	INQ	Case#	03005678	Petn#	03567801	Event#	Party
F1=Help	F2=Nxt Tran	F3=Exit	F4=Prompt	F6=System				
F8=Probate	F9=Name Inq.	F10=Update	F14=Dkt. Inq	F16=Inv. Cal				

MP b 11/069

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

The system will display all victims attached to this financial order and the amount remaining to be paid to them. Enter the amount that each victim should be credited and then press <Enter>. The system will process the credit memo and print a credit receipt for your records.

NOTE: Until you press <Enter> after distributing the money, the system has not processed the credit. If at any time you want to cancel this transaction, press <F3> and the system will cancel the credit memo.

Processing an Adjustment for RST Financial Orders:

The following will explain how to process an adjustment for a RST financial order.

Accessing the ADJ Screen:

To access the master inquiry screen, insert **ADJ** in the Next Tran field and **INQ** in the type field as shown below and press <Enter>.

Juvenile Next Tran Line:

NXT	TRAN	<u>ADJ</u>	TYPE	<u>INQ</u>	CASE	NBR	<u>03005678</u>	___	PET	<u>00000000</u>	EVT	___	PTY	___
-----	------	------------	------	------------	------	-----	-----------------	-----	-----	-----------------	-----	-----	-----	-----

The following screen will be brought back to you, displaying the adjustment screen.

```

Court : J44 ANGIE      Juvenile A/R Adjustment Screen      Release : 025
                        Move dollars in this court order or Account
Enter responsible billing party for the next event
Case      sfx Party
03005678  █ █ ←
From event information
Person suffix █ Petition 00000000 Event no. █
Price code █
Effect date MMDD █ CCYY █

Dollar amount █ Reason █
and place the dollars in this court order or this account only

Enter responsible billing party for this next event
Case      sfx Party
00000000  █ █
To event information
Person suffix █ Petition 00000000 Event no. █
Price code █
Effect date MMDD █ CCYY █

Enter YOUR Pass Word █

Nxt Tran  ADJ Type INQ Case# 03005678 Petn# 03567801 Event# █ Party █
F1=Help  F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MA █ b
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\IN54QLS on Ne05:
05/018

```

Enter the case number and suffix number in the case/sfx fields and then prompt <F4> on the “party field.

The system will display the following screen.

B

Court : J44 ANGIE Juvenile A/R Adjustment Screen Release : 025

Move dollars in this court order or Account

Enter responsible billing party for the next event

	Case	Sfx	Party Num	Type	Cost Type	Amount to Pay	Amount Paid	Petition	Evt#
F	X								
P	03005678		J01	RST		65.00	35.00	03567801	1
	03005678	2	F01	ADM		50.00		03567801	1
	03005678	2	F01	AFE		75.00		03567801	2
D	03005678	3	M01	AFE		75.00		03567801	1
a									
E									
T									
P									

Bottom

F1=Help F3=Exit F6=System F16=Inv.Cal

Price code

Effect date MMDD CCYY

Enter YOUR Pass Word

Nxt Tran ADJ Type INQ Case# 03005678 Petn# 03567801 Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MP b 08/006

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Enter an "X" to the left of the financial order that you want to adjust and then press <Enter>. The system will display the following screen.

B

Court : J44 ANGIE Juvenile A/R Adjustment Screen Release : 025
 Move dollars in this court order or Account

Enter responsible billing party for the next event

Case sfx Party
 03005678

From event information

Person suffix Petition 03567801 Event no. 1
 Price code RST
 Effect date MMDD CCYY

Dollar amount 10.00 Reason WRONG FRD RECEIPTED
 and place the dollars in this court order or this account only

Enter responsible billing party for this next event

Case sfx Party
 03005678

To event information

Person suffix Petition 00000000 Event no.
 Price code
 Effect date MMDD CCYY

Enter YOUR Pass Word

Nxt Tran ADJ Type INQ Case# 03005678 Petn# 03567801 Event# Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

MP b 15/018
 Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

The system has entered all information possible from the financial order. You must enter the following information:

1. Effective Date (Only enter an effective date if there is one listed on the PRM screen for this price file).
2. Dollar amount to be credited.
3. Reason why this is being adjusted.
4. The Case/suffix number that this amount is being adjusted to as shown in the above screen.

Press <F4> for on the party field to select the financial order to adjust this money to. The system will display the following screen.

B

Court : J44 ANGIE Juvenile A/R Adjustment Screen Release : 025

Move dollars in this court order or Account

Enter responsible billing party for the next event

	Case	Sfx	Party Num	Type	Cost Type	Amount to Pay	Amount Paid	Petition	Evt#
F	03005678		J01	RST		65.00	35.00	03567801	1
P	03005678		2 F01	ADM		50.00		03567801	1
	X 03005678		2 F01	AFE		75.00		03567801	2
D	03005678		3 M01	AFE		75.00		03567801	1
a									
E									
T									
P									

Bottom

F1=Help F3=Exit F6=System F16=Inv.Cal

Price code
Effect date MMDD CCYY

Enter YOUR Pass Word

Nxt Tran ADJ Type INQ Case# 03005678 Petn# 03567801 Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MP b 10/006

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Enter an "X" to the left of the financial order that you want to adjust to and then press <Enter>. The system will display the following screen.

Court : J44 ANGIE		Juvenile A/R Adjustment Screen		Release : 025	
Move dollars in this court order or Account					
Enter responsible billing party for the next event					
Case	sfx	Party			
03005678					
From event information					
Person suffix		Petition	03567801	Event no.	1
				Price code	RST
				Effect date	MMDD CCYY
Dollar amount	10.00	Reason	WRONG FRD RECEIPTED		
and place the dollars in this court order or this account only					
Enter responsible billing party for this next event					
Case	sfx	Party			
03005678		2			
To event information					
Person suffix		Petition	03567801	Event no.	2
				Price code	AFE
				Effect date	MMDD CCYY
Enter YOUR Pass Word					
Nxt Tran	ADJ	Type	INQ	Case#	03005678
				Petn#	03567801
				Event#	
				Party	
F1=Help	F2=Nxt Tran	F3=Exit	F4=Prompt	F6=System	
F8=Probate	F9=Name Inq.			F14=Dkt.Inq	F16=Inv.Cal
MP b 19/056					
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:					

The system has entered all information possible from the financial order. You must enter the following information:

1. Effective Date (Only enter an effective date if there is one listed on the PRM screen for this price file).
2. Your financial password.

After verifying all information, press <Enter> and the system will display the following screen.

Court : J44 ANGIE Juvenile A/R Adjustment Screen Release : 025			
Move dollars in this court order or Account			
Enter responsible billing party for the next event			
Case	sfx	Party	Name
03005678			RESTITUTION MANUAL
		Relation	
		J01 JUV SUBJECT	
From event information			
Person suffix		Petition	03567801
Name		RESTITUTION MANUAL	
		Event no.	1
		Price code	RST RESTITUTION
		Effect date	MMDD CCYY
Dollar amount	10.00	Reason	WRONG FRD RECEIPTED
and place the dollars in this court order or this account only			
Enter responsible billing party for this next event			
Case	sfx	Party	Name
03005678		2	FATHER
		Relation	
		F01 FATHER	
To event information			
Person suffix		Petition	03567801
Name		RESTITUTION MANUAL	
		Event no.	2
		Price code	AFE ATTORNEY FEES
		Effect date	MMDD CCYY
Enter YOUR Pass Word			
Press F10 to complete the transaction			
Nxt Tran	ADJ Type	INQ	Case# 03005678
			Petn# 03567801
			Event#
			Party
F1=Help	F2=Nxt Tran	F3=Exit	F4=Prompt
			F6=System
F8=Probate	F9=Name Inq.	F10=Update	F14=Dkt.Inq
			F16=Inv.Cal
MP b 22/013			
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:			

Press <F10> to update. The system will display the following screen.

Court : J44 ANGIE Juvenile A/R Adjustment Screen Release : 025
Move dollars in this court order or Account
Enter responsible billing party for the next event

Case	sfx	Party	Name	Relation
03005678			RESTITUTION MANUAL	J01 JUV SUBJECT

From even
Person su
Name RES

Dollar am
and place

Enter res
Case
03005

To event
Person su
Name RESTITUTION MANUAL

Price code AFE ATTORNEY FEES
Effect date MMDD CCYY

Enter YOUR Pass Word
Press F10 to complete the transaction

Nxt Tran ADJ Type INQ Case# 03005678 Petn# 03567801 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Probate F9=Name Inq. F10=Update F14=Dkt.Inq F16=Inv.Cal

Victim Adjusted Screen **Adjusted Amt: 10.00-**
Party Victim Name Amt Paid Amt Adj.
1 V01 RESTITUTION MANUAL V 35.00 10.00-

ADJUSTED AMOUNT MUST BE NEGATIVE!
F1=Help F3=Exit F6=System F16=Inv.Cal

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09/060
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\\SCAO\IN54QLS on Ne05:

The victim adjusted screen displays. Enter the negative amount being adjusted as shown in the above screen.

As shown above, 10.00- needs to be adjusted. Adjust the total amount from either one or more victims and press <Enter>. The system will display the following screen.

B

Court : J44 ANGIE Juvenile A/R Adjustment Screen Release : 025
 Move dollars in this court order or Account

Enter responsible billing party for the next event

Case sfx Party
 00000000

From event information

Person suffix Petition 00000000 Event no.
 Name Price code
 Effect date MMDD CCYY

Dollar amount Reason
 and place the dollars in this court order or this account only

Enter responsible billing party for this next event

Case sfx Party Name Relation
 00000000

To event information

Person suffix Petition 00000000 Event no.
 Name Price code
 Effect date MMDD CCYY

Enter YOUR Pass Word

Move completed receipt # 90000944 and receipt # 90000945

Nxt Tran ADJ Type INQ Case# 03005678 Petn# 03567801 Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal

MP b 05/006
 Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Displayed is the receipt number that is being printed for the adjustment.

NOTE: If adjusting from an RST order to an RST order the system will display an additional screen asking which victim to distribute the adjustment to. Enter the amount for those victims and press <Enter>. The system will then display the above screen.

Restitution Inquiry

Once a financial order has been entered into the system for restitution, users can inquire on that order. The following process should be followed when inquiring.

Accessing the RST Screen:

To access the master inquiry screen, insert **RST** in the Next Tran field and **INQ** in the type field as shown below and press <Enter>.

Juvenile Next Tran Line:

NXT TRAN	<u>RST</u>	TYPE	<u>INQ</u>	CASE NBR	<u>03005678</u>	PET	<u>00000000</u>	EVT	___	PTY	___
----------	------------	------	------------	----------	-----------------	-----	-----------------	-----	-----	-----	-----

The following screen will be displayed for you.

USER: J44ANGIE TRANSACTION REQUEST SCREEN RELEASE: 05/2003

Restitution Event Data

Ordered	100.00	Due	75.00
Case Sfx	Name		
03005678	000	RESTITUTION MANUAL,,	
Petition	Evt	Ordered	Paid
03567801	1	100.00	25.00
		Due	Party Sel
		75.00	000 J01 X

Bottom

F1=Help F3=Exit F6=System F16=Inv. Cal

RPT/FIN - Financial ADE - Adoption Event CNI - Central Name Index
 RPT/ADP - Adoption ADS - Adoption Case Summary CPI - Cir/Pro Name Index
 ADF - Adoption Forms CCL - Central Calendar

NXT TRAN RST TYPE INQ CASE NBR 03005678 PET 03567801 EVT ___ PTY ___
 F3=Exit F5=Setup F6=System Commands F8=Probate F9=Name Lookup
 F10=Attorney F14=Docket Request F16=Inv/Date F20=File Maintenance Help

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Connected to remote server/host OSMSOUTH using port 23 \\SCAQ\IN54QLS on Ne05:

Following are field descriptions for the above screen.

~Ordered~

This is the total amount ordered for this case. This amount includes all Restitution Financial Orders.

~Due~

This is the total amount due for this case. The amount includes all Restitution Financial Orders.

~Case Suffix Name~

This is the case number, suffix number and name of this case.

~Petition~

This is the Petition number for the financial order on that line. There may be multiple petition numbers listed here.

~Event~

This is the event number that was assigned to this financial order. There may be multiple event numbers listed here.

~Ordered~

This is the amount that was ordered to be paid for this financial order.

~Paid~

This is the amount that was paid on this financial order.

~Due~

This is the amount that is still due for this financial order.

~Party~

This is the party that is responsible for paying this amount.

~Select~

Enter a "X" to select a financial order that you want to work with.

Enter an "X" to the right of the financial order that you would like to inquire on and press <Enter>. The system will return the following screen.

USER: J44ANGIE TRANSACTION REQUEST SCREEN RELEASE: 05/2003

Restitution Event Data

Ordered	Amount	Due
100.00	75.00	

Inquire Pick Party & Amount to Pay

Case	Sfx	Name	Petition	Event
03005678		RESTITUTION MANUAL,,	03567801	1
Owing	100.00	Not Applied	.00	Party
Joint and Several N		Sequence number	164	J01
Def.Case/Sfx		Defendant Name	Court ID	Sel
00000000				

Vendor No.	Party	Victim Name	Amt to Pay	Sel
MANUAL	1 V01	RESTITUTION MANUAL VICTIM,,	100.00	I

Bottom

F1=Help F3=Exit F4=Prompt F6=System F16=Inv.Cal

NX
F3
F10=Attorney F14=Docket Request F16=Inv/Date F20=File Maintenance

MP b 16/068

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Following are the field descriptions for the above screen.

~Case, Suffix, Name~

This is information on the case that this order was added to, including the case number, suffix number and Juvenile's name.

~Petition~

This is the petition number that this order was entered against.

~Event~

This is the Event number that was assigned to this order.

~Owing~

This is the total amount that is owed for this order.

~Not Applied~

This is the amount that was not applied to a victim when the restitution order was set up.

~Party~

This is the party that was ordered to pay this restitution order.

~Joint and Several~

~Sequence Number~

This is the number assigned by the system linking two or more defendants restitution orders together. This number is only used in Joint and Several restitution.

~Defendant Information~

This is the co-defendants attached to this case.

~Court ID~

This is the Identification number assigned by the court to this Defendant.

~Select~

This field is used to select another Defendant to work with. By placing an "X" beside the Defendant and pressing enter, the system will switch to that defendants information.

~Vendor Number~

This is the vendor number of the victim listed. There may be more than one vendor number listed if there are multiple victims.

~Party~

This is the party number and type of the victim as taken from the Juvenile's party screen.

~Victim Name~

This is the victim's name.

~Amount to Pay~

This is the total amount that needs paid to this victim. By adding all victims amounts, the user should be able to total the total amount ordered for this restitution order.

~Select~

The only valid value for this field is "I" for Inquiry. Insert a "I" and press enter to inquire on a particular vendor.

Enter an "I" to the right of the victim that you would like to inquire on and press <Enter>. The system will return the following screen.

USER: J44ANGIE TRANSACTION REQUEST SCREEN RELEASE: 05/2003

Restitution Event Data

Ordered 100.00 Due 75.00

Inquire Pick Party & Amount to Pay

Case	Sfx	Name	Petition	Event
Single Defendant Display				
Amount ordered	100.00	Amount received	10.00	
Credit Amount	15.00	Amount still due	75.00	
Vendor Id. MANUAL	RESTITUTION MANUAL VICTIM,,			
Amount collected but not vouchered	10.00	Amount vouchered		
		Amount still owing	85.00	
F1=Help F3=Exit		F5=Pay Victim		

F1=Help F3=Exit F4=Prompt F6=System F16=Inv.Cal

NX
F3
F10=Attorney F14=Docket Request F16=Inv/Date F20=File Maintenance

MP b 09/008

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Following are field descriptions of the above screen.

~Amount Ordered~

This is the total amount ordered to be paid to this victim.

~Amount Received~

This is the total amount that has been paid on this financial order.

~Amount Still Due~

This is the total amount that is still due to this victim.

~Credit Memo~

This is the amount that has been credited to this victim.

~Community Service~

This is the amount that has been credited for community service for this victim.

~Vendor Identification~

This is the vendor number and name of this victim.

~Amount Collected but not vouchered~

This is the amount that has been collected for this victim, but it has not been vouchered out yet.

~Amount Vouchered~

This is the amount that has been vouchered to the victim. If you do not process the voucher through this screen, the system will not update this field.

~Amount still owing~

This is the amount that is still owed to the victim.

~Function Keys~

The following are valid function keys on this screen.

F1 - Help

F3 - Exit

F5 - Pay Victim (This will only appear if there is money that needs vouchered out)

Processing Restitution Vouchers:

The following will explain how to process a voucher for restitution.

Accessing the RST Screen:

To access the restitution inquiry screen, insert **RST** in the Next Tran field and **INQ** in the type field as shown below and press <Enter>.

NOTE: You must use the restitution process to voucher money to victims in order for the system to track the information. If you use the regular APV process, the system will not track the vouchers or record the information in the RST module.

Juvenile Next Tran Line:

NXT TRAN RST TYPE INQ CASE NBR 03005678 PET 00000000 EVT PTY

The following screen will be brought back to you, displaying the adjustment screen.

USER: J44ANGIE TRANSACTION REQUEST SCREEN RELEASE: 05/2003

Restitution Event Data							
Ordered	100.00	Due	75.00				
Case	Sfx	Name					
03005678	000	RESTITUTION MANUAL,,					
Petition	Evt	Ordered	Paid	Due	Party	Sel	
03567801	1	100.00	25.00	75.00	000	J01	X

Bottom

F1=Help F3=Exit F6=System F16=Inv.Cal

RPT/FIN - Financial ADE - Adoption Event CNI - Central Name Index
 RPT/ADP - Adoption ADS - Adoption Case Summary CPI - Cir/Pro Name Index
 ADF - Adoption Forms CCL - Central Calendar

NXT TRAN RST TYPE INQ CASE NBR 03005678 PET 03567801 EVT PTY

F3=Exit F5=Setup F6=System Commands F8=Probate F9=Name Lookup
 F10=Attorney F14=Docket Request F16=Inv/Date F20=File Maintenance Help

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Enter an "X" to the right of the financial order that the voucher applies to and press <Enter>. The system will display the following screen.

USER: J44ANGIE TRANSACTION REQUEST SCREEN RELEASE: 05/2003

Restitution Event Data

Ordered 100.00 Due 75.00

Inquire Pick Party & Amount to Pay

Case	Sfx	Name	Petition	Event
03005678		RESTITUTION MANUAL,,	03567801	1
Owing	100.00	Not Applied	.00	Party
Joint and Several N		Sequence number	164	J01
Def.Case/Sfx		Defendant Name	Court ID	Sel
00000000				

Vendor No. Party Victim Name Amt to Pay Sel

MANUAL 1 V01 RESTITUTION MANUAL VICTIM,, 100.00 I

Bottom

F1=Help F3=Exit F4=Prompt F6=System F16=Inv.Cal

NX
F3
F10=Attorney F14=Docket Request F16=Inv/Date F20=File Maintenance

MP b 16/068

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Enter an "I" to the right of the victim that the voucher applies to and press <Enter>. The system will display the following screen.

USER: J44ANGIE TRANSACTION REQUEST SCREEN RELEASE: 05/2003

Restitution Event Data

Ordered 100.00 Due 75.00

Inquire Pick Party & Amount to Pay

Case	Sfx Name	Petition Event	
Single Defendant Display			
Amount ordered	100.00	Amount received	10.00
		Amount still due	75.00
Credit Amount	15.00	Community Service	
Vendor Id. MANUAL	RESTITUTION MANUAL VICTIM,,		
Amount collected but not vouchered	10.00		
	Amount vouchered		
	Amount still owing	85.00	
F1=Help F3=Exit		F5=Pay Victim	

F1=Help F3=Exit F4=Prompt F6=System F16=Inv.Cal

Single Defendant Display

Amount ordered 100.00 Amount received 10.00

Amount still due 75.00

Credit Amount 15.00 Community Service

Vendor Id. MANUAL RESTITUTION MANUAL VICTIM,,

Amount collected but not vouchered 10.00

Amount vouchered

Amount still owing 85.00

F1=Help F3=Exit F5=Pay Victim

F1=Help F3=Exit F4=Prompt F6=System F16=Inv.Cal

F10=Attorney F14=Docket Request F16=Inv/Date F20=File Maintenance

Help

MP b 09/008 Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Press <F5> to create a voucher. The system will print the voucher and display the following screen.

USER: J44ANGIE TRANSACTION REQUEST SCREEN RELEASE: 05/2003

Restitution Event Data

Ordered 100.00 Due 75.00

Inquire Pick Party & Amount to Pay

Case	Sfx	Name	Petition	Event
Single Defendant Display				
Amount ordered	100.00	Amount received	10.00	
Credit Amount	15.00	Amount still due	75.00	
Vendor Id. MANUAL	RESTITUTION MANUAL VICTIM,,			
Amount collected but not vouchered		Amount vouchered	10.00	
		Amount still owing	75.00	

F1=Help F3=Exit

F1=Help F3=Exit F4=Prompt F6=System F16=Inv.Cal

NX
F3
F10=Attorney F14=Docket Request F16=Inv/Date F20=File Maintenance

MP b 09/008

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Notice that the amount has been moved to the amount vouchered column and the amount still owing column is reduced by the amount that was vouchered.

Following is an example of the voucher.

LAPPEER CO CIRCUIT COURT/FAMILY		VOUCHER NO.: 0000011809
BILLING FORM		PRINT DATE : 06/18/2003
PLEASE PAY : RESTITUTION MANUAL VICTIM,,		PAGE : 1
ADDRESS :	123 SECOND ST.	PRINT TIME : 12:01
	LANSING MI 48912	
DATE SUB :	06/18/2003	PAY VENDOR NUMBER : MANUAL
DUE DATE :	07/01/2003	COUNTY VENDOR NUMBER : MANUAL
SSN #:	000/00/0000	PROVIDER VENDOR NUMBER : MANUAL
EXPLANATION:		
REF NUMBER :		
TYPES OF SERVICES PROVIDED		
CASE NO.	3005678 0	RESTITUTION MANUAL
DESCRIPTION	RATE	FROM DATE TO DATE DAYS AMOUNT

TEST REST ACCOUNT	\$0.00	00/00/0000 00/00/0000 \$10.00

		SUB TOTAL AMOUNT \$10.00
ACCOUNT NUMBER		AMOUNT
ERST 23456-66664.34-2R555.451		\$10.00

TOTAL VOUCHER AMOUNT		\$10.00

		ORIGINAL PRINT OF VOUCHER
		VOUCHER HAS ONLY ONE PAGE